

Consumer Directed Care, AZ Pilot Program

Member-Related Sub-Group

Friday, January 12, 2007

Facilitator: Karole MacFarlane

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## Agenda

Call to order

Roll call of members present – Hand out sign-in sheet, Get quick introductions

Reading of minutes of last meeting – None, this is initial meeting

New business –

- Members
- Establishing eligibility requirement
- Cognizant of risks, rights, responsibilities? How will that be determined?
- Possesses necessary skills? Could they be taught them? What are they?
- How will those skills be facilitated?
- What can consumer reasonably expect from an employee?
- Will members be allowed to hire independent contractors?
- Determination of benefit amounts?
- What about back-up services?
- Outreach?

How should we divide work?

How often do we want to meet?

Anything else need discussion?

Adjournment

# Consumer Directed Care – Member-Related Sub-Group

Date of Meeting: 1-12-07

Minutes Prepared By: Julie Bubul

## 1. Purpose of Meeting

- Introductions
- Overview of Consumer Directed Care
- Discussion Topics for Consideration: Member Eligibility; Risks, Rights, Responsibilities; Training Issues; Member Expectations about Employees; Determination of Benefit Amounts; Back-up Plans; Outreach
- Define Goals and Objectives for Sub-Group
- Identify Items Needing Further Research
- Define Meeting Framework

## 2. Attendance at Meeting

Name	Agency/Organization
Karla Averill	Governor's Advisory Council on Aging
Sarah Brown	Member
Julie Bubul	P/GLTC
Linda Buscemi	SCAN
Louise Johnston	Member
Ann Meyer	DIRECT
Karole Roy-MacFarlane	Member
Carol Sanders	AHCCCS

*Absent:* April Charpiot, Kim McCreery, Tony DiRienzi, Pauline Hall, Laura Reid

## 3. Meeting Notes, Decisions, Issues

**Member Eligibility:** Discussed which members could be eligible to participate in CDC and the pros and cons of allowing members who are not capable of directing their own care to designate a representative to direct the care. Group felt it was important to start small and offer a quality program rather than open it up to anyone who wanted to participate. Also important to always offer choices.

**Decision:** Members who will be eligible for this option are:

- Members who are capable of directing their own care and choose to do it themselves
- Members who have legal guardians who choose to direct the care

**Other Eligibility Issues:** Need to ensure that a process for terminating a member from CDC program is developed. Some discussion about what indicators might be used: not filling out time sheets correctly, over or underutilizing hours, hospitalizations. This would include appeals to the termination decision. Include as part of program development.

**Training:** Discussed various topics related to training, including mandatory vs. optional training, allowing people to “test” out of mandatory training. Examples of consumer training manuals were available and members took them to review

#### 4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Convey group's decision to Steering Committee	Karole Roy-MacFarlane	1-24-07	
Follow up to get more information on topics to discuss and make recommendations at next meeting. .	<ul style="list-style-type: none"> <li>• Locating, Hiring &amp; Termination: Ann Meyer</li> <li>• Conflict Resolution: Karla Averill</li> <li>• Autonomous &amp; Disability Specific Care: Karole</li> <li>• Communication/Interpersonal Skills: Karole</li> <li>• Mandatory Training: Julie</li> </ul>	2-12-07	

#### 5. Next Meetings

<i>Date:</i>	2-12-07	<i>Time:</i>	9:30-12	<i>Location:</i>	Florence
	3-12-07		9:30-12		Florence